Special Education Exiting Data Reporting

Data on Students who have Exited a School's Special Education Program between

July 1, 2002, and June 30, 2003

Pat Reichert, Data Manager

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Key Points
No Significant Changes to the
Exiting Data Collection Process This Year

- Reporting Entities can Submit Data Electronically.

- Exiting data are being Collected on <u>ALL</u> students Who Exit the Special Education Program – Regardless of Age.

- Exiting Data Reporting Forms will be Preprinted with Student Data from the December 2, 2002, Child Count.

EXITING DATA CODES

- 01 Returned to regular education
- 02 Moved, known to be continuing
- 03 Moved, not known to be continuing
- 04 Dropped out
- 15 Reached maximum age
- 22 Died
- 23 Graduated with a regular high school diploma
- 32 Received a certificate of completion

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Returned to Regular Education - 01

These are students who were served in special education during the previous reporting year, but at some point during that 12-month period returned to regular education as a result of having met the objectives of their IEP. These students no longer have an IEP and are receiving all their educational services from a general education program.

Moved, Known to be Continuing - 02

These are students who have moved out of the catchment area or otherwise transferred to another district and are KNOWN to be continuing in another educational program.   There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program.   This includes students in residential drug/alcohol rehabilitation centers, correctional facilities, or registered home schools.

Catchment Area - definition

CATCHMENT AREA is defined as the K-12 school district, or the elementary district and the high school district that the student would move through in the normal progression of his/her education.

Examples –
moved, known to be continuing

- Student has moved out of the catchment area and another school within or outside the state has requested records.

- Student no longer attends public school, but the school is aware that the student is being educated in a registered home school, or in a private school.

Moved, Not Known to be Continuing - 03

These are students who have moved out of the catchment area and are NOT KNOWN to be continuing in another educational program.

The use of this category requires that the school verify that the family is no longer at their last known residence.

Example –
moved, not known to be continuing

Student and family have physically moved out of the catchment area, the school has not received a request for records from another educational agency, and does not know where the student is.

Dropped Out - 04

These are students who were enrolled at some point in the reporting year (July 1, 2002 – June 30, 2003), were not enrolled at the end of the reporting year, and did not exit through any of the other exiting codes described. This would include dropouts, runaways, GED recipients, and status unknown.

Examples – dropped out

- Student no longer comes to school and the school district cannot locate the student and cannot verify that the student's family has moved.

- Student from a Hutterite community leaves school after the 8th grade and his/her family is not registered as a home school.

- Student studied for GED during his/her school attendance, but in order to take the GED the student cannot be attending school, so the student leaves.

Reached Maximum Age - 15

These are students who have exited special education because they have reached the maximum age for receipt of special education services, including students with disabilities who reached maximum age and <u>did not</u> receive a diploma or certificate of completion.

<u>These students must be at least 20 years old on the child count date of December 2, 2002</u>.

Died - 22

These are students who have died during the reporting year (July 1, 2002, through June 30, 2003).

Graduated with a Regular High School Diploma - 23

These are students who have exited the educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible.   These students met the same standards for graduation as those for students without disabilities.

These students must be at least 16 years old on the child count date of December 2, 2002.

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Received a Certificate of Completion - 32

These are students who have exited the educational program and received a certificate of completion, modified diploma or similar document.

WHO MUST REPORT EXITING DATA

Every school within every school district in the state must return a completed exiting report form – either by mail or electronically.

If a school has no students to report, the form must still be completed to reflect no students and returned to the Office of Public Instruction.

DUE DATE

June 30, 2003

WHO TO CONTACT WITH QUESTIONS

- For general questions or questions on the data to be reported – PAT REICHERT 406-444-4430 OR preichert@state.mt.us

- For questions on the electronic submittal process:
  - User ID and Password – OPI HELP DESK 406-444-3448
  - Installing the IRIS Software – OPI HELP DESK 406-444-3448
  - Printing Problems – RON NELSON 406-444-0500
  - Exiting Data Reporting Application – GARRY WHEELOCK 406-444-4409

Website for
Frequently Asked Questions

Access the OPI webpage at http://www.opi.state.mt.us

Click on **Get Answers** tab at the top of the page

Click on the **i** above the menu bar.

OPI Knowledge Database

Homeless Assistance

Indian Education

Internet Reporting System

   IRIS Reports

   IRIS Technical Questions

   PIR Data

   Special Ed Child Count

   Student Exiting Data

Land Board

Learn & Serve

Legal Division

On the alphabetical list that pops up, scroll down to Internet Reporting System – the sub-topics of relevance to the Exiting Data Reporting are IRIS Technical Questions and Student Exiting Data.

Students Not Listed on the Preprinted Form

For students who have exited the special education program and are not listed on the preprinted form, the following data are required, in addition to an exiting code (setting of service codes are not required for this data reporting process):

- ♣ Initials
- ♣ Date of Birth
- ♣ Gender
- ♣ Duplicate Override
- ♣ Grade

- ♣ Race/Ethnicity Code
- ♣ Disability Code(s)
- ♣ Transition Services Code(s)
- ♣ Exiting code

Paper Filers - Completing the Form

Paper filers will use the preprinted exiting data report form that was mailed to school districts and cooperatives – REMEMBER a completed report form must be submitted for each school in the school district.

Linda McCulloch, Superintendent
Office of Public Instruction
Special Education Division
PO Box 202501
Helena MT 59620-2501

SPECIAL EDUCATION DATA COLLECTION
Exiting Data: 7/1/2002 through 6/30/2003

DUE DATE: June 30 , 2003

Coop: 9691 - Central Mt Learn Res Ctr

Return to: Pat Reichert, Data Manager
PO Box 202501
Helena, MT 59620-2501

District: 0269 - Grass Range H S

School: 0368 - Grass Range High School

INITIALS (FIRST MIDDLE LAST)	BIRTHDATE (MONTH DAY YEAR)	GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES	EXITING CODE	Exiting Student not on December Child Count
AAA	10/11/1985	M		10	05	LD	00	04	
BBB	9/15/88	M		9	05	LD SL	00		
CCC	3/1/85	M		10	05	OH	00		
DDD	6/13/86	F		9	03	CD	00		

4 Student(s) were reported for last December's Child Count for this School

Check here if this school has no students that exited Special Education between 7/1/2002 and 6/30/2003 ☐

Completed By:_____ Phone:_____

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New Student Exiting Form

Those students who have exited the program, but are not listed on the preprinted list, must be reported on the New Student Exiting Form. Fill out each field across the row for each student.

NEW STUDENT EXITING FORM
For the School Year 2002-2003 (July 1, 2002 – June 30, 2003)

Linda McCulloch, Superintendent
Office of Public Instruction
Special Education Division
PO box 202501
Helena, MT 59620-2501

SPECIAL EDUCATION DATA COLLECTION
Exiting Data: 7/1/2002 through 6/30/2003

DUE DATE: June 30, 2003

Return to: Pat Reichert, Data Manager
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Coop: _____

District: _____

School: _____

INITIALS			BIRTHDATE			GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES	EXITING CODE	Exiting Student not on December Child Count
FIRST	MIDDLE	LAST	MONTH	DAY	YEAR								

Mail Completed Exiting Forms To:

Pat Reichert

Office of Public Instruction

PO Box 202501

Helena, MT 59620-2501
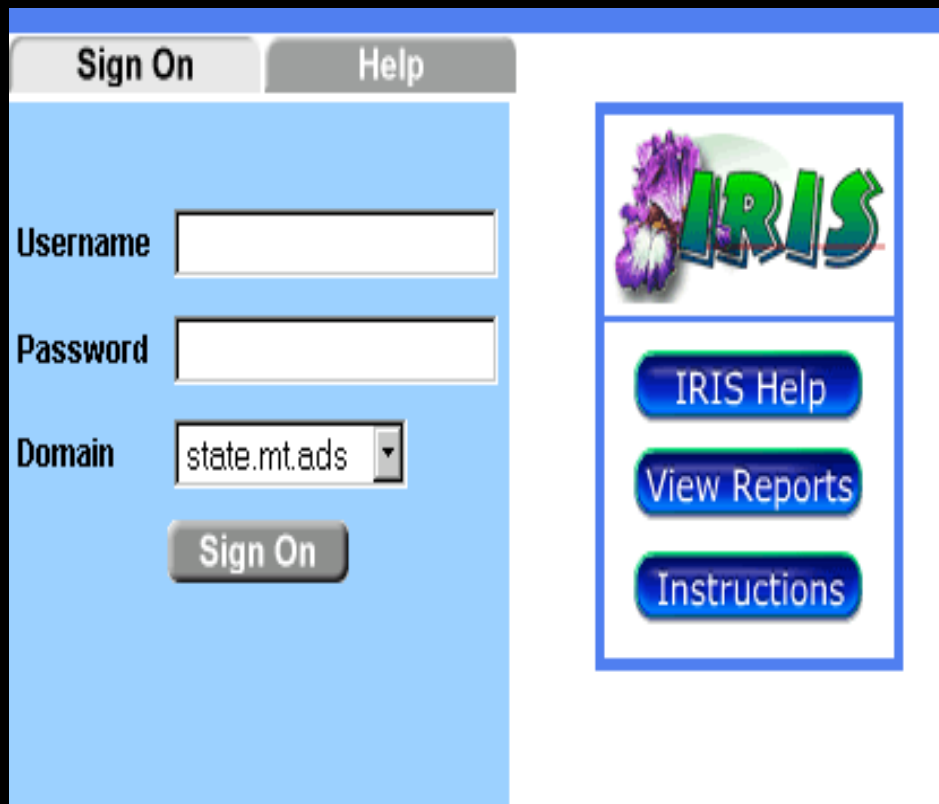
Electronic Filers – Getting Started

Web Address - OPI
Web Page

http://www.opi.state.mt.us

Logging onto IRIS

Enter your district Username and Password (these are provided by the OPI to district superintendents and cooperative directors).

Do not change the Domain

Click the Sign On button.

IRIS Buttons

IRIS Help – links to OPI Knowledge database and frequently asked questions about the IRIS system.

View Reports – links to various reports, including assessment data reports.

Instructions – links to downloadable instruction manuals, including the Exiting Reporting Instruction Booklet.

Download Client Software

If this is the first time your school district or cooperative has logged into IRIS, you will be prompted to download the client software.

This software must be downloaded before you can continue.

Simply follow the instructions on each window as it appears.

If you encounter problems during this process, call the OPI Help Desk at 406-444-3448.

Applications Window

Sign Off **Applications** Settings User IDs

Folder View

Annual Data Collection
Mistics Application
Special Education Data Collection

Refresh List

Search List
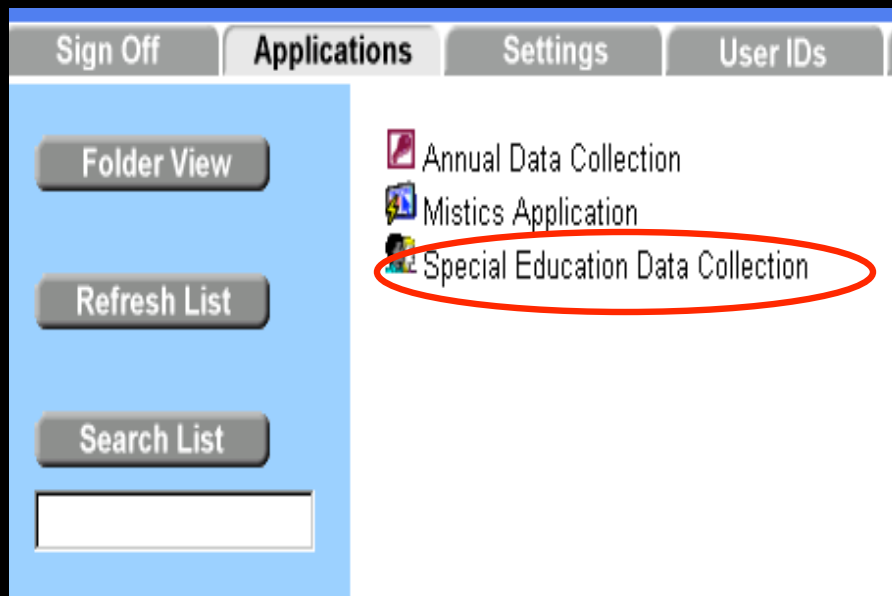
Click on Special Education Data Collection.

Testing Your Printer

The first time you log in, you see the following screen for testing your printer. Once you have successfully tested your printer, this screen will no longer appear.

Welcome to the Annual Data Collection System

Office of Public Instruction

Special Education Child Count Data Collection
User Printer Test

Please note that it is very important to test whether or not you can print using our program. Please test your printer now by clicking on "Preview Report and Test Printing" button below:

[Click here to Preview Report and Test Printing]

If you cannot preview the report or you receive an error message on printing, please contact OPI Help Desk and IRIS Support: (406) 444-4430.

[Printer is working!]   [Printer is NOT working. Call OPI]

frmPrinterTest

Click here to test your printer.

If the printer is not working, follow the instructions in the manual on page 12 to help you determine which printer driver you have – then call the OPI at 406-444-0500.

GETTING STARTED

This is the first screen you will see in the the Exiting Data Collection Application
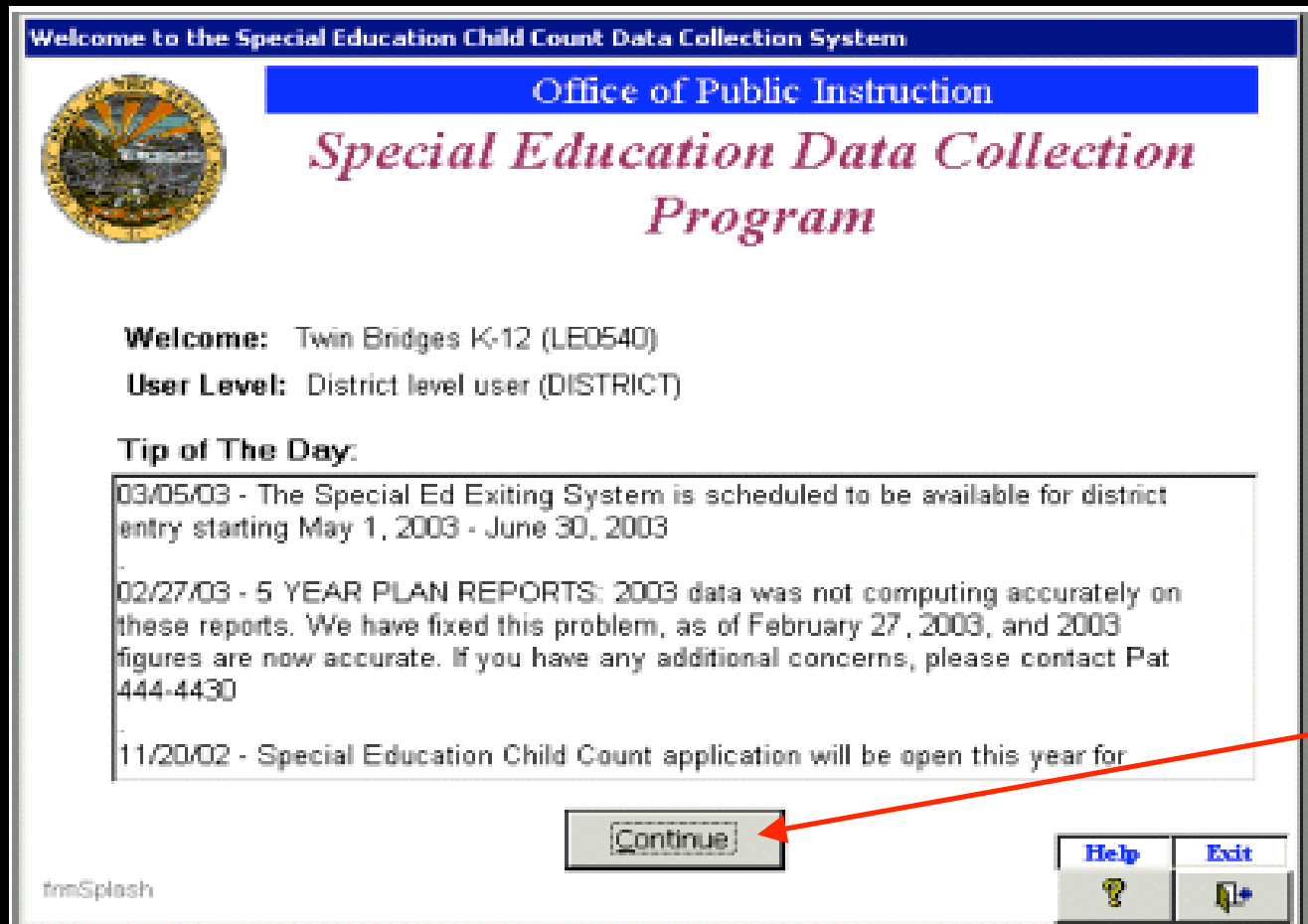
Always read the tip of the day.

Click Continue.

Exiting Data Main Menu

Select School Year.

Double click on Special Education Student Data Entry Form.

School Districts – selecting a school

Special Education Child Count Form

SPECIAL EDUCATION DATA COLLECTION

Exiting Data: through

District: Malta K-12 Schools   School:

Select a specific sc

1605 - Loring Colony School
1505 - Malta 7-8
0875 - Malta High School
1504 - Malta K-6
0880 - Tallow Creek School
1590 - Zortman Grade School

Click the School pull-down menu to bring up a list of schools.

Special Education Cooperatives – selecting a member district

Click the District pull-down menu to bring up a list of member districts.

Continue by selecting a school within the district from the School pull-down menu..

School Districts and Cooperatives

- Data must be entered for each school within each school districts. If a school has no data to report, the appropriate box on the screen must be checked.

- A school district may move between schools within the district simply by clicking another school in the School pull-down menu.

- A cooperative may move between member districts simply by clicking another district in the District pull-down menu .

- When a school district submits its data, the data are submitted to the cooperative if the district is a member of a cooperative, or to the OPI if the district is not a member.

- When a cooperative submits its data, the data are submitted to the OPI.

- After data are submitted, it can still be accessed, however, the data cannot be edited. If an error is found after submittal, the district or cooperative must contact the OPI to correct the error.

Additional Instructions for Cooperatives

If a cooperative will be entering data for any or all of its member districts, the districts must be flagged by the OPI as "submitted" so the cooperative has rights to edit the data.

This information is carried over from application to application, so if a cooperative entered data for its member districts in the child count application, the submit flags will still be in place. However, if there is any change to this process (e.g., a member district will now enter its own data and submit to the cooperative) or if this is the first time a cooperative will be entering data for member districts, the OPI must be contacted to make the changes in the application prior to the cooperative entering any data. Call Pat Reichert at 406-444-4430 or e-mail to preichert@state.mt.us.

Data Entry Screen

Initials are in alphabetical order by first initial.

Use the **scroll bar** to move down the screen.

Click the arrow in the **Exiting Code** field to bring up a list of exiting codes.

If school has no students to report, check the **No Students Exiting** box.

Exiting Code Pull-Down Menu

Click on the down arrow in the Exiting Code field to bring up the menu. Click on the appropriate exiting code.

If you know the two-digit exiting code, you may type the code in the exiting code field.

Entering a Student not Found on the Preprinted List

If there is a student who exited the special education program and is not on the preprinted list of students, use the scroll bar on the right to scroll to the bottom of the list, place your curser in the initials field on the first blank line and begin entering data. Tab to each subsequent field.

Printing an Exiting Data Report

Print out the completed exiting data report form for your records and to check the data for accuracy. Be sure any corrections to the data are made before submitting the data. Each individual school report is printed from that school's data entry screen.

Click on the Report button.

Exiting Data Report

This exiting data report contains only those students who have been reported with an exiting code.

Submit Completed Data

Submit completed data after all corrections have been made. No corrections or changes can be made to the data after it has been submitted. If you find errors, call OPI – Pat Reichert at 406-444-4430.

Double click on **Submit Special Education Data**

Submit Screen


District Submission Status Report tells the submittal status of schools within a district or member districts within a cooperative that have submitted a report electronically.

To submit data, click on the Submit button in the lower right corner.

Submit Message

You will be reminded that when you submit the data, you are certifying that the data are accurate. If you are confident the data are accurate, click **Yes**.
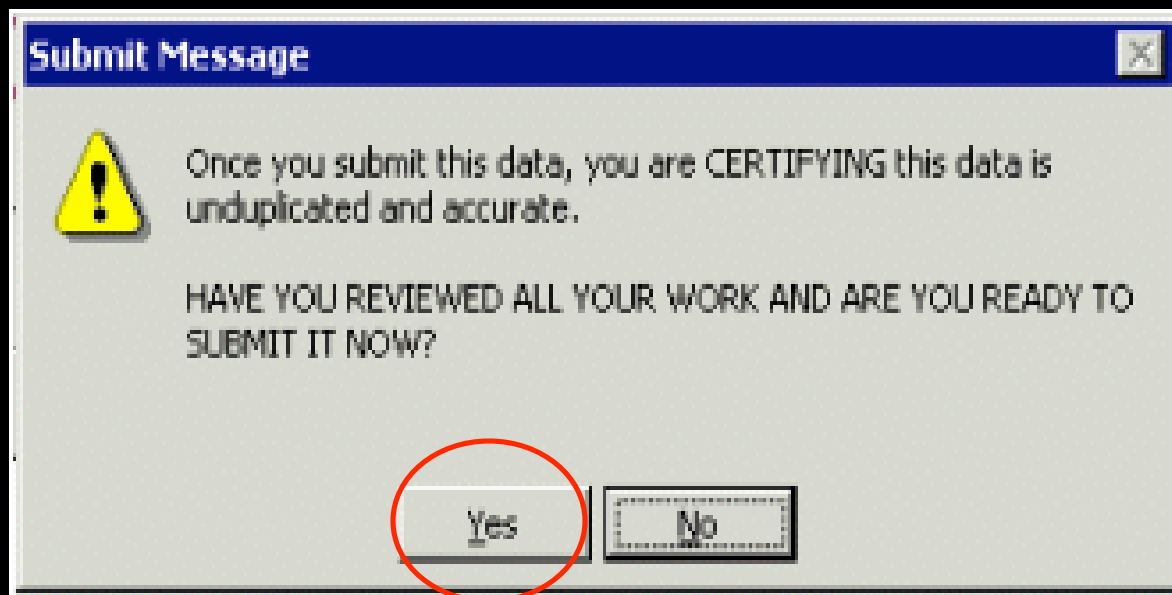
YOU'RE DONE !!

If you have any questions, or you get stuck at any point along the way, call:

PAT REICHERT

406-444-4430